

FACILITATOR EVALUATION FORM

Training: Internal Auditor **Facilitator(s):** Ned Gravel
Location: Radisson Edmonton South **Date:** November 23 to 25, 2009

Item	Met Participant Needs?				
	1 No	2	3 OK	4	5 Yes
Course Objectives:	<i>√ as appropriate below</i>				
Were you given the opportunity to help define them?			1	4	12
Were they well defined?			2	5	10
Were they achieved?			2	8	7
Course Content:					
Was the material appropriate?			2	5	10
Complexity (1=too complex or too simple ← → Perfect=5)			7	6	4
Was the material clear to you?			4	7	6
Volume (1=too much or not enough ← → Perfect=5)		1	6	5	5
Did the handouts fit with this training - did they help?		1	3	5	8
Facilitator Methods:					
Did the facilitator allow sufficient discussion?			1	5	11
Did the facilitator encourage participation?			2	4	11
Did the facilitator help bring out new group ideas?		1	2	5	9
Did the facilitator help close out discussions?			2	6	9
Would you accept this facilitator again?	1		1	3	12
Catering and Facility:					
Was the seminar facility appropriate for the course?	1		6	4	6
Was the lunch and breaks service acceptable?			6	3	8

COMMENTS	REPSONSE
Exercise 2 took too long.	Understood. This exercise requires the participation of everyone in the group individually. It is felt that all can gain from the situations each participant encounters and how to handle them.
Ned talks too much on non-related topics	All questions from all participants are considered valid enough to provide suitable response and the discussion that ensues, although not related to the topic at hand, is to meet participant needs.
When asking questions sometimes I was not sure if Ned as answering or role playing	Will make a clearer distinction between role-plays and other parts of exercises, so that participants feel comfortable asking questions
Room for day 1 was too small for the group size.	Agreed. Hotel was good enough to provide us with a larger room for the second and third days.
Big group – too much time spent on group discussions but acceptable. Thank you.	Eighteen is a rather large group, and this leads to longer discussions. Good learning situations allow all points of view to be examined.

COMMENTS	REPSONSE
Ned would it be possible to send to me the different forms (Audit plan, Audit report, Report summary, Audit activity summary, ICAR, Checklist questions)	Has already been sent after participant self-identified the next day.
Internal audit relationships – more boxes for smaller labs and roles section 2 page 9/9	Corrected.
Corrective action form in section 5 does not have the box with the root cause questions (3 questions)	Corrected.
Course material seemed more complex than what I may have needed to be. I expected more straight forward/logical approach especially with the questionnaires and the wording in questionnaires (multiple possible correct answers)	This is to be expected in this course. Many participants think that they will learn the less complex and simpler approaches used in their own labs. Other, more complex, approaches are needed to round out the learning.
Need ultra-fine pen for transparency use.	Good idea. Will purchase fine points for future courses.
<ul style="list-style-type: none"> • No windows in this room, not healthy. • Room very dry, hard on the eyes and nose 	Agreed. Either more frequent breaks to allow people to get up and stretch (every hour) or facilities with windows.
Questionnaires are to gather data, quizzes are to test. Please name appropriately.	In this course, questionnaires are used to gather 25% of the total scores.
Lunches were way too big.	Hotel costs for food were very reasonable. While some participants may have thought there was too much to eat, others did not. There are no course specifications for the amount consumed.
<ul style="list-style-type: none"> • Some questionnaires (Rev. 1.2) uses bullets instead of a, b, c, and d. Be consistent • Wording of questionnaire 5, Q6, Rev. 1.4 “The identification of Root causes...” 	This course uses letters and not bullets for the multiple choice answers. Template will be modified. Good clarification. Questionnaire has been modified.

Other Comments

- Really interesting and helpful. I will in the near future register for the other courses, as they will help me in my new job.
- Ned was lots of fun, very knowledgeable about the subject matter, and very willing to consider other points of view.
- Good course, lots of group participation.